

20 FEB 1970

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S-E-C-R-E-T

9 February 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-27-2

SUBJECT : Recording and Reporting Personnel Identified Under the Overseas Reduction Program (OPRED)

RESCISSION: OPM 20-27-1 dated 16 April 1968

1. The Director of Personnel has the responsibility for preparing the Overseas Reduction Program (OPRED) reports and for centrally maintaining information for this purpose.

2. To record and properly report the Agency's progress in the OPRED exercise, a simplified method for reporting will be used. As reductions in Category I and Category II are effected, the component responsible will notify the Director of Personnel by memorandum within five days after receipt of information from the field station regarding the individual's departure. The memorandum will include the individual's name, the OPRED category, the effective date of the OPRED reduction, and the old and new country-city, where appropriate. Memorandums relative to Clandestine Service OPRED reductions should be submitted to the Director of Personnel through the Clandestine Service Personnel Staff.

3. Each office concerned should maintain a smooth and timely flow of data necessary to accurately report the OPRED reductions and the OPRED quarterly Country Strength reports. Information pertaining to OPRED reduction will be submitted whenever the data is available; whereas, the OPRED country on-duty strength for each quarter in Fiscal Year 1970 must be submitted by the 7th working day following the end of each quarter in order that the Office of Personnel will be able to forward the scheduled OPRED reports to the Agency OPRED officer by the 15th day following the end of each calendar quarter.

4. OPRED reductions that have already taken place will be reported to the Director of Personnel by memorandum and will include the same data as listed in paragraph 2.

5. For further information or answers to questions concerning the above, please contact C/SRB, [REDACTED]

[REDACTED]
Robert S. Wattles
Director of Personnel

OPM 1-70

Group 1
Excluded from Automatic
Downgrading and
Declassification

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